

**ADAMS COUNTY SOLID WASTE COMMITTEE**  
**JUNE 9, 2010, 6:00 PM**  
**LANDFILL OFFICE, 1420 HWY 21, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
Florence Johnson, Secretary  
Mike Keckeisen  
Patrick Gatterman

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director  
Everett Johnson  
Barbara Morgan

**MEMBERS ABSENT/EXCUSED:** Dean Morgan, Vice Chair

**CALL MEETING TO ORDER:** The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock, at 6:06 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED?** YES

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, JOHNSON, KECKEISEN, GATTERMAN. MORGAN WAS ABSENT/EXCUSED. *Motion by Keckeisen, second by Gatterman, to approve the Agenda as presented. All in favor. Motion carried.*

**APPROVAL OF OPEN SESSION MINUTES FROM MAY 12, 2010:** *Motion by Johnson, second by Keckeisen, to approve the Open Session minutes as printed for the May 12, 2010 meeting. All in favor. Motion carried.*

**PARTICIPATION ON AGENDA ITEMS:** There was no public participation.

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** There was no correspondence or other business to present.

**DEAN MORGAN JOINED THE MEETING AT 6:23 P.M.**

**FINANCIAL REPORT:** Ms. Diemert presented the Financial Report and Monthly Check Summary for May 2010 and discussion was held. *Motion by Keckeisen, second by Babcock, to approve the Financial Report for May 2010. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated June 9, 2010 (see attached copy) and discussion was held. *Motion by Gatterman, second by Morgan, to approve the Site Report as presented. All in favor. Motion carried.*

**UPDATE/ACT ON STRONGS PRAIRIE/OUT-OF-COUNTY WASTE:** Ms Diemert reported that the Town approved and signed the revised Agreement at a Special Meeting on May 24th. The Solid Waste Committee will need to approve the revised Agreement and it will go to County Board in June. *Motion by Johnson, second by Keckeisen, to approve the "First Amendment and Supplement To Negotiated Settlement Agreement, Dated March 17, 2004 Between The Town of Strong's and*

*Adams County” pending review & approval by Corporation Counsel. All in favor. Motion carried.*

**USDA ARRA GRANT UPDATE:** Ms. Diemert reported that a few more documents were submitted as requested and she is waiting for word from the USDA. Construction work needs to begin shortly.

**UPDATE LANDFILL OPERATIONAL ORDINANCE #16-1989:** Ms. Diemert stated that she and Corporation Counsel have met several times during the month to work on the Ordinance language. She passed out revised copies of the Ordinance and discussion was held regarding the permit process. She also explained that the enforcement and penalty portion is still being worked on by Corporation Counsel and staff. Committee members were asked to review the document and make any comments or suggestions. Work will continue on the Operational Ordinance.

**EMPLOYEE UPDATE:** Ms. Diemert reported that Pam Parks has transferred back to DHSS and the position has been reposted to the Union and will be advertised in the paper if no qualified Union person applies. The LTE will continue to stay on.

Ms. Diemert next reported that Mr. Helgeson’s employment has now been terminated. She reminded the Committee that they have already approved filling this vacancy on 7/8/09. She asked the Committee to re-approve the Personnel Recruitment Form since it has been a few months. ***Motion by Keckeisen, second by Morgan, to re-approve filling the vacancy by dating and initialing the Personnel Recruitment Form. All in favor. Motion carried.***

**RE-APPROVE SCALE/ROUTING SOFTWARE PURCHASE:** Ms. Diemert presented information on the RouteOptix Scale Software program and described its features. Money was budgeted in the MIS budget and has been carried over for this project. She said this software program will perform 90-95% of the duties that are being done manually by staff at the scale. MIS, GIS, Admin & Finance staff & SW Staff have all been involved in the demonstrations. ***Motion by Keckeisen, second by Johnson, to approve the purchase of the RouteOptix Scale Software. All in favor. Motion carried.***

**DICUSS HUTCHINSON PROPERTY CLEAN-UP:** Ms. Diemert updated the Committee on the Brownfield grant, bid process, and clean-up on the Hutchinson property. She explained that Admin & Finance Committee is meeting at 9:00 on Monday, June 14<sup>th</sup> to discuss the project and she invited Committee Members to attend since this will affect our revenues.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert had no trainings or conferences to approve.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items will be placed on the next agenda: Fuel contracting approval.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, July 14, 2010 at 6:00 PM at the Landfill. ***Motion by Gatterman, second by Keckeisen, to adjourn until the next meeting. All in favor. Motion carried.***

Meeting adjourned at 8:52 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

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**SITE REPORT**  
**June 9, 2010**  
**SOLID WASTE DEPARTMENT**

***TIPPAGE REPORT:*** 2,280,540 lbs of garbage were brought in which is the 8th highest amount ever brought into the landfill for May. Year to date we are down 3.5% in tonnage compared to 2009.

There were 13 new over-the-scale customers during the month which is typical for this time of year. (Minimum of \$780.00 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 4,301 new customers over the scale.

***OUT-OF-COUNTY TIPPAGE:*** May 2010-Clark Disposal (Acct #10031) brought in 49.64 tons of garbage, (\$2,978.40 revenues), and 24.03 tons of recyclables (\$720.90 revenue).

***MEETINGS/SEMINARS/TRAININGS:*** Met with Emergency Management and other Dept. Heads on May 13<sup>th</sup> regarding grant funds for radios.

Attended County Board on May 18th.

Met with Corp Counsel, Admin & Finance and Personnel Director several times during the month for several different topics including the Landfill Ordinance revisions, Strongs Prairie Resolution, and employee matters.

Attended the Strongs Prairie Advisory Committee meeting on Monday, May 17<sup>th</sup> at 7:00 PM.

School tours were held on May 19<sup>th</sup> & 20<sup>th</sup>. A total of 8 groups of 6<sup>th</sup> grade students tour the landfill, composting area and recycling operations. They also tour the wastewater treatment plant the same day.

Attended the regional landfill meeting in Monroe County on 25<sup>th</sup>.

Attended a second RouteOptix demonstration on May 26<sup>th</sup> with MIS and Admin & Finance.

Gave a presentation on out-of-county waste at the Adams County Municipalities meeting on May 26<sup>th</sup>.

Attended Dept. Head meeting on May 27<sup>th</sup> as well as the day long training on the new Personnel & General Administrative Policies.

Was on vacation June 1 – June 4<sup>th</sup>.

Attended a meeting on June 7<sup>th</sup> with Corporation Counsel regarding changes to the revised Landfill Operational Ordinance.

Held a meeting with Clean Sweep partners on June 8<sup>th</sup>. Updates on advertising, volunteers, and planning were discussed.

Attended other various meetings through the month.

Plan to attend a conference call for the 2011 WIRMC Winter Conference.

Plan to attend Admin. & Finance Committee on June 14<sup>th</sup> regarding the Hutchinson property cleanup.

Plan to attend County Board on June 15<sup>th</sup> and give a presentation on the Out-of-County Waste resolution.

***SITE/EQUIPMENT IMPROVEMENTS:*** Normal maintenance/repairs were performed.

***INSPECTIONS:*** There were no inspections performed for the month.

***LOSS CONTROL/SAFETY/STAFF ISSUES:*** Performed various daily office management and personnel duties including accident reports for minor injuries to employees. There were no other major injuries reported.

United Heartland conducted an inspection on the landfill facilities on May 13<sup>th</sup>. Recommendations including performing a hazard assessment for non-routine maintenance tasks, performing a machine safeguarding assessment, installing a guard on the recycling wing, adding to our lockout/tagout program, verifying that a magnetic motor starter is in place on the pedestal grinder, replace chuck wrench for the lathe with one that is spring loaded.

Notified a resident that sharps should not be put in the recycling dumpsters. Gave him information of proper disposal of sharps.

Arranged for 2 employees to have random drug testing.

***INDUSTRIAL PARK:*** Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections.

***ADMINISTRATIVE PROJECTS:*** During the month of May/June the Director performed the following duties: Arranged some shipments of tires, baled recyclables, computers, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed. Tin, aluminum, cardboard and plastics have come up this past month. Some of the comingled bales were shipped and we will probably be shipping more in the future.

Continued to coordinate new curbside and residential route customer orders. We had 16 new residential/business account customers since the last report which increases our annual revenues by \$7128.00. We also had 7 customers who cancelled service because they are moving, lack of payment, or couldn't afford, creating an annual loss of \$3,135.00. We also had 12 new roll-off container customers. We are currently billing \$587,511.00 annually for this service.

Much of the month was devoted to planning, coordinating, and preparing for the Clean Sweep to be held on June 26<sup>th</sup>.

Submitted a proposal to the City of Adams for garbage and recycling collection. They are choosing to bid out the collection portion of the contract. The waste and recyclables will continue to come to the

Adams County Landfill per Ordinance #16-1989. Assisted Public Works Director with bid documents and furnished the DNR's Hauler Responsibilities Regarding Recycling.

Continued to work with Personnel Director on the union transfer for the scale clerk position after the Union employee who had transferred in, went back to her previous position. Also continue to work with Personnel Director on filling the on-call recycling vacancies.

Continued to work on a USDA ARRA Stimulus grant.

Submitted the 2010/2011 License fees to the DNR.

Monitored Experience Works (previously Green Thumb/Older Workers) workers and submitted paperwork as necessary.

Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

***LANDFILL CONSTRUCTION:*** No further work has been done on Cell #4. The annual Waste Volume calculations were performed on March 26<sup>th</sup>. We are currently compacting at 1,603 lbs/cy which is an improvement of 15.6% since the last survey. The better compaction will allow more space for waste which brings in more revenue.